

## ***Military Deposits and Leave Without Pay LWOP U.S. Deposit Requirements/Information***

The Utah National Guard Human Resources Office wants each technician to receive credit for their prior military Title 10 service for retirement purposes, if it is their desire.

When you are hired as a FERS technician or CSRS (technicians hired prior to 1984), you will be given credit for your Title 10 military service performed prior to becoming a technician.

As a new technician, you will bring in all of your DD 214s at the employment in-briefing. The HRO will give you credit for your military service for leave purposes and adjust your Service Computation Date (SCD). HRO does this immediately upon employment for annual leave accrual.

In order for you to receive credit for military service for retirement purposes a military deposit is required.

The following procedures apply to pay a ***military deposit***:

Step 1: Bring in any DD 214s for Title 10 military service, such as Basic Training, technical schools, activation DD 214s, etc. Only Title 10 military service is creditable for civil service credit. Title 32 military service is not creditable for civil service.

Step 2: When you bring in your DD 214s, HRO will have you complete and sign an RI 20-97 form. HRO will submit this form along with the DD 214 to the branch of service for them to calculate your military earnings.

Step 3: The branch of service will send your military earnings to the home address you have on your RI 20-97 form. When you receive it, contact HRO. This takes approximately eight weeks to get the earnings.

Step 4: When you submit your military earnings to HRO, they will calculate how much you owe. For a military deposit it will be 3% for FERS or 7% for CSRS of the military earnings, plus any interest that has accrued starting your third year of employment. They will also prepare an SF 3108. Depending upon their workload, it will take HRO approximately two weeks to figure these calculations and prepare the SF 3108. They will send this paperwork to you for your signature. Upon its return, HRO will submit the paperwork to DFAS/IN payroll office for their action.

Step 5: Once the payroll office receives the documents from HRO in step 4, they will recalculate and verify the amount you will have to pay. It takes them approximately three to four weeks. Once they verify the amount owed, it will appear on your civilian Leave and Earnings Statement located in a block which says military deposit owed.

Step 6: Once the amount owed appears on your LES, you may contact HRO to either have payroll deductions (\$25.00 minimum payment) per pay period until the deposit is paid in full or you may send in a check to pay the full amount owed. Ask HRO about this process. Once the military deposit has been paid, payroll deductions will stop automatically. If you are paying through payroll deductions, the amount paid will be on your LES.

Step 7: The payroll office in Indianapolis should send you a document stating the military deposit has been paid in full. This usually comes to your home about two months after the deposit has been paid. When you receive this, please ensure HRO gets a copy for your Official Personnel File (OPF).

### ***Paying a Deposit for Leave Without Pay (LWOP U.S.) During Technician Employment Procedures:***

The Human Resources Office encourages all technicians to pay a military/civilian deposit for any LWOP U.S. during their technician career. A CSRS employee will lose credit for a period of LWOP U.S. at age 62 if a deposit hasn't been made. A FERS employee will lose credit at retirement if a deposit hasn't been paid prior to retirement.

The procedures for paying a deposit for your LWOP U.S. period of service are the same as a military deposit with the following exceptions:

- (1) The military earnings will be calculated only for the amount of time you were on LWOP U.S. from your technician position.
- (2) After the branch of service calculates your military earnings for the LWOP U.S. period, HRO will calculate how much you would have paid as a CSRS or FERS employee for the period you were on LWOP U.S. Whichever is less (either 3% of your military earnings for FERS or 7% of your military earnings for CSRS), or what you would have paid as a technician.

***The amount of time it takes to go through the entire process is approximately four months. HRO works as fast and as hard as they can to get this information for technicians, but the technician is advised that it takes several steps to complete this process.***

For any questions on this process, please contact CMSgt Kenna White at 523-4240,

